CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS
& BLOCK MANAGERS

PROCESSING THE HOLD FILE

TRAINING GUIDE

FEB 2023

Version 1.0

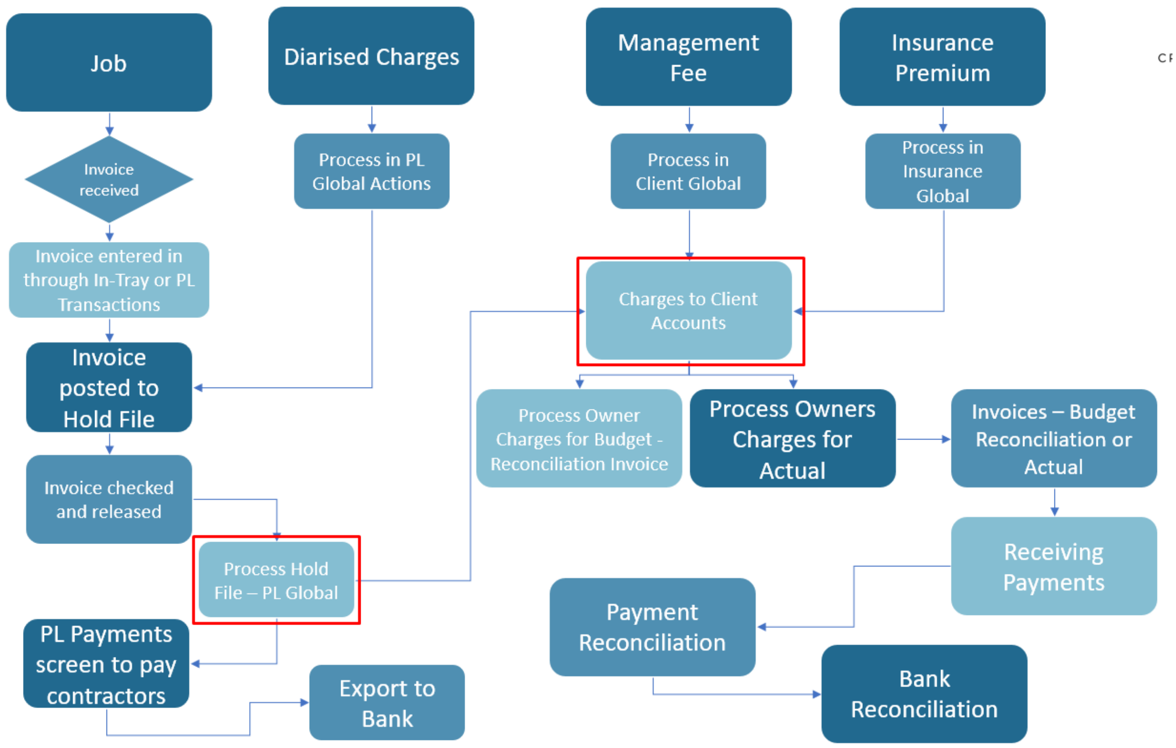
CONTENTS

INTRODUCTION

After you have checked and released any records you have posted to the Hold File, you will need to process the Hold File so that these entries can be turned into charges on your client records and are able to appear as entries when you run your client invoices.

To summarise, you will need to have posted transactions to the Hold File through the Purchase Ledger Transactions screen or the Post Proposed Invoices screens from the In-Tray. You will have checked and released these in Proposed Invoices or in the Hold File itself.

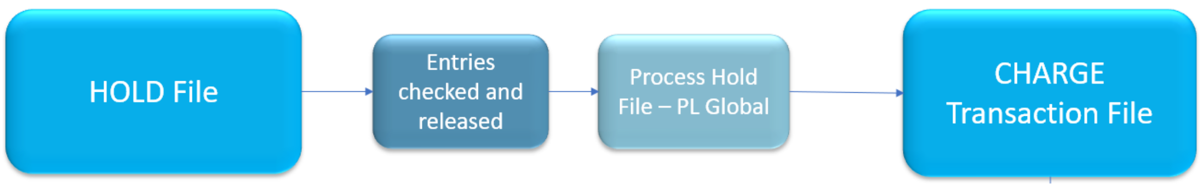
The diagram below sets out all of the stages for processing charges onto owner accounts. This guide will concentrate on the highlighted sections.



PROCESSING THE HOLD FILE RELEASED ENTRIES

Having checked and released your records within the Hold File, you can instruct CPL to pick these records up to be processed through and onto the appropriate Client Charge Files.

The diagrams below may help to explain this:

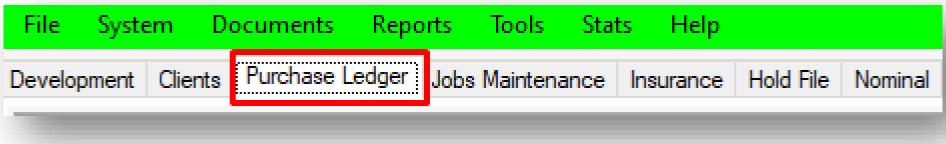


You posted the amounts from the contractor purchase invoices (using the In-Tray Invoice Posting or the Purchase Ledger Transactions screen) to the Hold File; you then checked and released these in the Hold File and by processing the Hold File, you are turning them into charges on the Client Charge File.

This is a process called **Processing the Hold File** and is run from the Purchase Ledger tab. Think of it as having to do with the original invoices which came from your contractors or your purchase ledger accounts and this is why you head to the Purchase Ledger tab again.

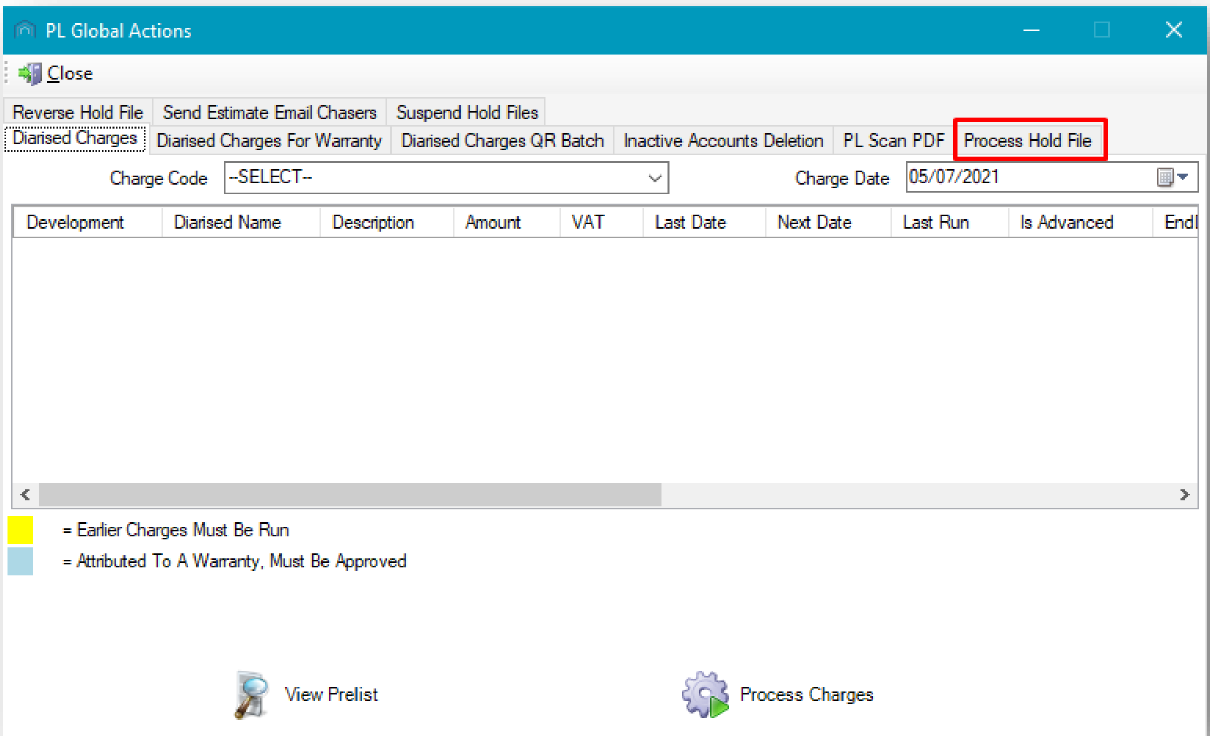
LOCATING THE PROCESS HOLD FILE TOOL

To get started with this, select the **Purchase Ledger** tab from the main CPL screen.

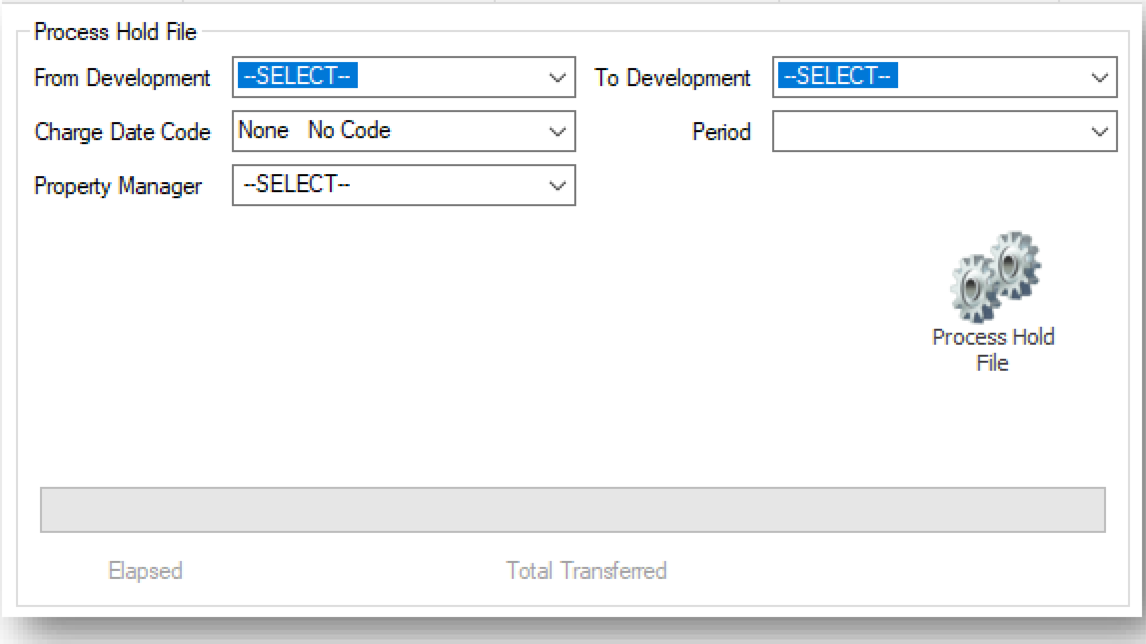


When the main Purchase Ledger screen opens, click on the **Global** icon on the blue **Action Panel** across the centre of the page.

This will open the **PL Global Actions** window.



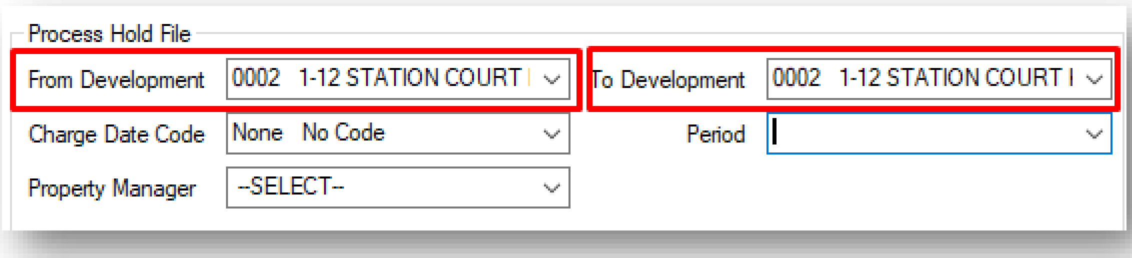
Select the **Process Hold File** tab from this window and you will see the window below.



PROCESSING THE HOLD FILE

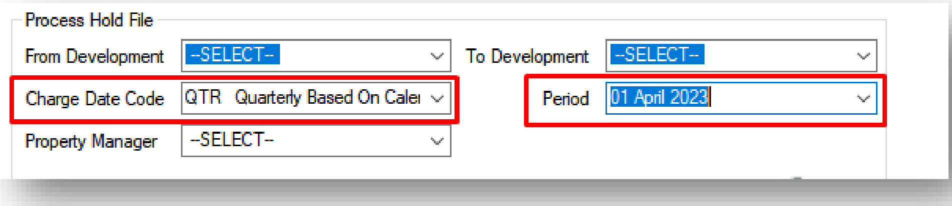
In this window you can choose to use the drop-down menus as filters to cover the entries you wish to process. Alternatively, you could leave these fields unfiltered in order to process all available released records in the Hold File. If you wish, you can use the filters to enable you to process Hold File records in smaller batches. This could allow you to reverse a smaller batch later if you discover any errors.

For example, you may choose to process Hold File records for an individual development or a range of developments.



You may wish to process the hold file entries for all developments assigned against an individual Property Manager.

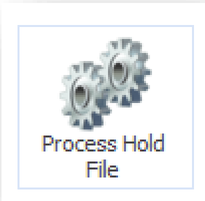
You may also wish to restrict the charge period you wish to process hold file entries for. You can do this by selecting the appropriate **Charge Date Code** from the drop-down menu and then setting an appropriate end date for this period using the **Period** drop-down menu.



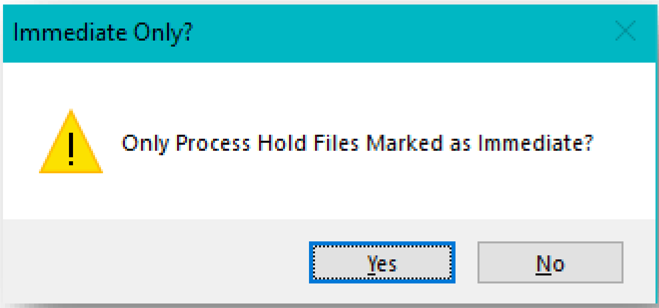
If you wish to process all currently released charges in the Hold File, you can choose to leave the **Charge Date Code** filter set for **None No Code**. This will also mean you do not have to select a period to process.

The filters are cumulative and can build upon each other meaning that you could have several options selected.

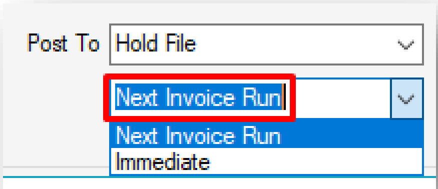
Once you have made any selections you wish to using the filters, click the **Process Hold File** icon.



You will see a pop-up confirmation window appearing asking if you wish to only process hold files marked as immediate?



*There is an option, when you are posting the purchase invoice from the contractor in the Purchase Ledger Transactions screen or the Accept Proposed Invoice screen where you can select **Immediate** instead of **Next Invoice Run**.*



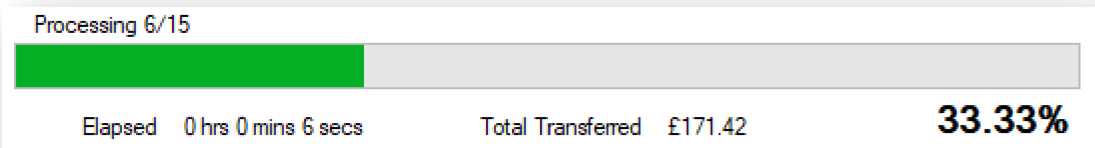
*Selecting **Immediate** means that the charge will be flagged as Immediate when you are processing the Hold File.*

*If you select **Yes** in this Process Hold File screen, the system will only process records in the Hold Files you flagged as **Immediate** when they were originally posted.*

By Selecting **No**, the system will process all entries in the Hold File marked as **Released**. This is the option you should select in order to pick everything up for your invoice run.

CPL will now process the Hold File, turning the entries into charges which are ready to be applied to your clients' accounts.

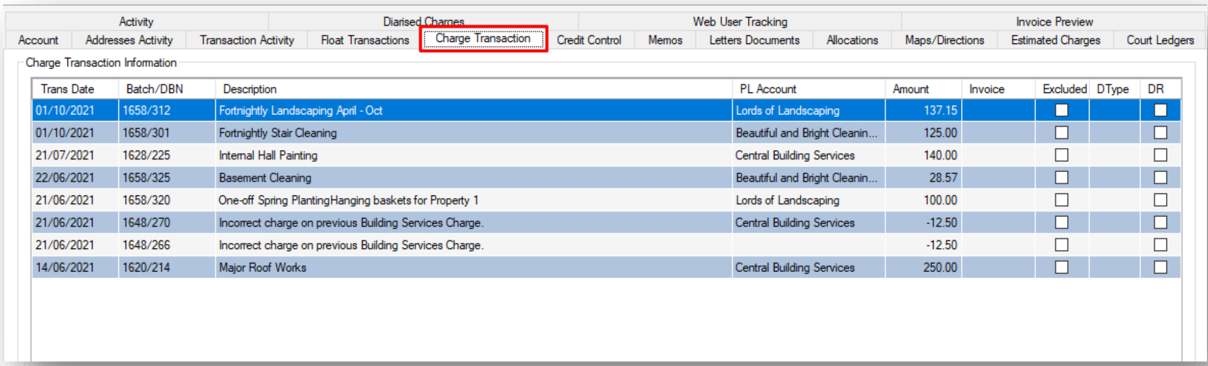
You will see a progress bar displayed letting you know the number of records and the amount in charges that the system is processing.



Upon completion, the system will display a pop-up **Hold File Processing** window containing the details of what has been processed. This will list the **Total Transferred** from the Hold File to the Charge File and the **Total Rounding** for any apportionments the system has had to perform. It will also let you know the **Batch No.**

Click on **OK** to dismiss the pop-up window.

If you take a look at a client in one of the properties receiving the charges then you will see these are now listed under the **Charge Transaction** tab.



Trans Date	Batch/DBN	Description	PL Account	Amount	Invoice	Excluded	DType	DR
01/10/2021	1658/312	Fortnightly Landscaping April - Oct	Lords of Landscaping	137.15		☐		☐
01/10/2021	1658/301	Fortnightly Stair Cleaning	Beautiful and Bright Cleanin...	125.00		☐		☐
21/07/2021	1628/225	Internal Hall Painting	Central Building Services	140.00		☐		☐
22/06/2021	1658/325	Basement Cleaning	Beautiful and Bright Cleanin...	28.57		☐		☐
21/06/2021	1658/320	One-off Spring PlantingHanging baskets for Property 1	Lords of Landscaping	100.00		☐		☐
21/06/2021	1648/270	Incorrect charge on previous Building Services Charge.	Central Building Services	-12.50		☐		☐
21/06/2021	1648/266	Incorrect charge on previous Building Services Charge.		-12.50		☐		☐
14/06/2021	1620/214	Major Roof Works	Central Building Services	250.00		☐		☐

These charges are now ready to be picked up by running the **Processing Owner Charges for Actual** tool for invoicing or they can sit on the **Client Charge File** ready for a Budget Reconciliation process to be run at the end of a budget period if you are working with a development on a budgeted basis.

CPL KNOWLEDGE BASE

This training guide will form part of CPL's Knowledge Base. These are available for all CPL users at https://contact.cplsoftware.com/portal/home

The CPL Knowledge Base will be continually updated with additional guides and information. If you have any questions or suggestions for further guides we'd be happy to hear from you. You can contact CPL Support by emailing us at support@cplsoftware.com or through our Support Portal at https://contact.cplsoftware.com/portal/home or calling us on 0345 646 0240 (option 1).